

Demolition Permit Requirements

City of Carmel / Clay Township

Building & Code Services
One Civic Square, Carmel, IN 46032
Ph: (317) 571-2444 Fax: (317) 571-2499

Review and Issuance of a permit requires that the following must be submitted:

- 1. Completed Application (Application is a three-part form available in the Building & Code office) **Note: A separate permit application must be completed per parcel**
- 2. Provide a Utility Disconnect Receipt or Letter from each provider on Location
- 3. **Two Copies** of a Site Location/Site Plan (on paper no larger than 11" X 17") with the following information and nothing less:
 - Tax Map Parcel Number for the parcel on which the demolition is to occur
 - Location of all structures on the lot, with the structures dimensions
 - Property boundaries and dimensions including distances to the structure(s) to be demolished
 - All neighboring structures within 100 feet of the proposed demolition
 - Streets, alleys, other manmade or natural features, north arrow, sidewalks, aprons, etc.
 - Location of proposed dumpster, if used
 - Location of all Utilities
- 4. Provide Certified Plumbing Contractor information (Contractor who will cap the sewer line at the property line)
- 5. Right of Way Permit required from the City of Carmel Engineering Office (317) 571-2441
- 6. If the project will disturb ¼ acre or more, then a **Storm Water Permit** must be obtained from the City of Carmel Engineering Department. Please call the Storm Water Administrator at 317-571-2441 for more information. (1/4 acre=1,890 square feet or approximately 100'X110')
- 7. Historic Preservation Committee approval required. Building & Code Services will notify committee members.
- 8. This form completed and signed by the appropriate departments.

The following must be complied with once permit is issued:

- A demolition permit will be issued when a structure is to be removed completely, including the foundation, and the property *must be graded and seeded after removal* unless new construction will take place within ninety **(90) days** on the location.
- Work shall start immediately and must be completed 180 days from issuance
- The progress of the work shall be executed so as not to create a danger to the public
- All rubble and debris from demolition to be removed from parcel before site inspection can be performed
- Must meet all requirements of the codes and Ordinances (existing well, septic, fuel tanks)
- The applicant or owner is responsible for obtaining a certified plumbing contractor to cap the sewer at
 the property line. NO PERMIT REQUIRED FOR SEPTIC TANK CRUSH AND FILL if applicable. Removal
 and/or crush and fill of tank to be included on demolition permit, septic tank to be pumped and either
 filled or crushed as park of demolition contractors responsibility

<u>Complete the Following:</u>	

Address of demolition	Tax Map Parcel #			
Owner(s) Name and Address				
Additional Structure(s) on site: Yes / No provided. If one of the structures has a separa include that information.)	(If yes, please list the number and type(s) of structure on the lines ate street address than the primary structure on the parcel—please also			

The City of Carmel and/or Hamilton County Health Dept. must perform an inspection prior to demolition. In order to approve the demolition permit, the applicant is required to sign this form and obtain the signatures of the individuals <u>listed below.</u> (This can be done by FAX to their offices, at the numbers listed below) 1. Brett Ransford: Carmel Utilities. Phone (317) 733-2855. FAX (317) 733-2053. Is property on both water **and** sewer through the City of Carmel Utilities? Yes No If "yes", Hamilton County Health Department signature below is not required. 2. Jason LeMaster: Hamilton County Health Dept. Phone (317) 776-8500. FAX (317) 776-8506. **Signature: Brett Ransford (or representative)** Date Signature: Jason LeMaster (or representative) Date **CERTIFICATE OF AUTHORITY** Under the penalties of perjury (Indiana Code 35-44-2-1), I hereby affirm, under oath, that all of the information I have provided in this application for demolition permit is true and accurate, to the best of my knowledge and belief, and that I have not knowingly or intentionally provided or omitted any information that would tend to hide, obscure, or otherwise mislead the Department of Community Services regarding the truth of the matters addressed therein. Further, I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the City of Carmel from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of, this request or the actions of the City of Carmel, regarding same. **Applicant's Signature** Date **Applicants Phone #** (Name printed) **Applicant's Address** ST City, Zip STATE OF INDIANA SS County of ___ Before me, the undersigned, a Notary Public for ______County, State of Indiana, personally appeared and acknowledged the execution of the foregoing instrument this day of , 20 . Notary Public My Commission Expires:

(Print)

ADDRESS:	PERMIT	



CITY OF CARMEL / CLAY TOWNSHIP DEMOLITION APPROVALS

	AGENCY	CONTACT		NOTES
	Carmel Historic Preservation	Jennifer Hershberger	408-9071	
	Committee	jdhershberger@gmail.com		
	Carmel Historic Preservation	Mark Dollase	639-4534	
	Committee	Mdollase@indianalandmarks.org		
	Carmel Historic Preservation	Nick Davis		
	Committee	ndavis@bdmd.com		
	Carmel Planning & Zoning	Angie Conn	571-2417	
	Carrier Flaming & Zoning	aconn@carmel.in.gov		
	Carmel Utilities	Brett Ransford	733-2846	
	Carrier Childes	bransford@carmel.in.gov		
	Hamilton County Health	Jason LeMaster	776-8500	
	Department	health@hamiltoncounty.in.gov		
	Carmel Engineering Right-of-way	Caleb Warner	571-2441	
	Permitting	cwarner@carmel.in.gov		
	Carmel Engineering Storm Water	John Thomas	571-2441	
Ш	Carrier Engineering Storm Water	<u>jthomas@carmel.in.gov</u>		
	Vectren Energy	Joanie Clark	776-5532	
	vection Energy	<u>jlclark@Vectren.com</u>		
	Indianapolis Power & Light	Dan Davenport	261-8133	
	indianapolis i ower & Light	dan.davenport@aes.com		
	Hamilton County Highway Department	David Lucas	773-7770	
		David.Lucas@hamiltoncounty.in.gov		
	Clay Township Regional Waste	Ryan Hartman	844-9200	
	olay Township neglonal waste	Ryan.hartman@ctrwd@org		
	Duke Energy	Christina Girod	896-6726	
	Duke Lilelyy	Christina.Girod@duke-energy.com		
	Hamilton County Surveyor's Office	Greg Hoyes	776-8495	
	Hamilton County Surveyor's Office	Greg.Hoyes@hamiltoncounty.in.gov		
	Demo Sheet Notarized			